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Report for Week Ending 13 June 1956
from
FORMS MANAGEMENT BRANCH

NUMBERED PROJECTS

25X1A9a

4-85 - Information Report Study [REDACTED]

Proof copies of Form 1d were corrected and returned to the printer. Proof copies of Form 1e were received today and are being reviewed. Minor revisions in Form 1f were recommended to OO/C to bring this work sheet in line with the recently revised OO Information Report Forms.

GENERAL INFORMATION

Forms Budget - [REDACTED] 25X1A9a

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Through the cooperation of [REDACTED], OL and [REDACTED], Budget/Compt., an allocation of \$34,500.00 was obtained for procurement this fiscal year of supplies of Batch mats (Form 995) and Cable Forms (Forms 12, 12a and 12b). This timely action will preclude possible future work stoppage in the CIA Library, PSD/OC and Office of the Cable Secretariat.

Concurrently, it was discovered that funds budgeted for forms in FY 57 and 58 are probably inadequate. Cooperative action is being taken with PD/OL, PSD/OL, SD/OL and Budget/Compt. to develop more comprehensive data which may result in amendment of the budget.

Contract XG-1601 - [REDACTED] 25X1A9a

The attached revised contract for FY 57 was sent to interested bidders by Procurement Div., OL, on Monday. Bids will close on 28 June. Numerous improvements have been made in this years contract. 25X1A9a

Assistance provided C/O & M Staff (DD/P area) - [REDACTED]

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Mr. [REDACTED], of Mr. [REDACTED] office was given assistance in checking Training and Personnel Office Forms. Mr. [REDACTED] was also furnished, at Mr. [REDACTED] request, 25X1A9a a numerical listing of all controlled Agency Forms.

Forms Indices- [REDACTED] 25X1A9a

The alphabetical listing of controlled Agency forms was completed by MRD this week and is available for consultation by interested Management Staff personnel.

Cataloging Stocked and Non-Stocked Forms - [REDACTED] 25X1A9a

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Mr. [REDACTED], Inspection and Catalog Branch, SD/OL, was granted access to FMB records and given assistance for several days in gathering current information on all stocked and non-stocked forms. This reliable information will be used to

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bring up their records up-to-date, permitting publication of two revised stock catalogs.

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Telephone Inquiries on Authorized Overseas Use of Stocked Forms -

Provided Supply Operations Branch, OL, with determinations on the overseas usage of 63 forms.

Promotion

25X1A9a Miss [REDACTED] was promoted to GS-7.

Training

25X1A9a [REDACTED] is attending the Supervisory Training Course.

PENDING ACTIONS SUMMARY						13 June 1956
TYPE	DD/I	DD/P	DD/S	Stock	Total	
New	-	9	5	1	15	
Revision	-	4	14	-	18	
Reprint	1	1	-	9	11	
Total	1	14	19	10	44	

COMPLETED ACTION SUMMARY						13 June 1956
TYPE	DD/I	DD/P	DD/S	Stock	Total	NUMBER OF COPIES
New	-	1	9	-	10	25,400
Revision	2		1	4	7	84,600
Reprint	-	3	7	36	46	870,700
Total	2	4	17	40	63	980,700

Redesignated - 2

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